How to Register for an Account

To start the online grant application process, you must first register for an account. Please read all of the steps carefully

1. To use the online grant application, you must have internet access and you must use one of the following internet browsers listed in this link:

http://deq.ne.gov/NDEQProg.nsf/OnWeb/Browser

2. From your internet browser, go to the DEQ portal for registration and application authorization:

https://ecmp.nebraska.gov/DEQ-Login/Account/Login?ReturnUrl=%2fDEQ-LOGIN

- 3. You should now be at the DEQ portal
 - a. To create a new account click on Register Here under NEW USERS on the right side of the screen
 - b. If you have a User Name type in your User Name and Password to verify your authorization to the application
 - c. If you need to reset your Password click on the Reset Password option
 - d. If you need to update other account information click on the Update User Account Information



PLEASE NOTE: If you have previously registered an account with the same email address you will receive the message below. If you would like to have the other usernames associated with the email address you entered, click **Yes** on this message.



- 4. After clicking on the Register Here option, you will be at the New Account Registration Page. You will need to complete all of the fields on this page. If you would like to view details on requirements for specific fields such as Username and Password, click the Field Requirements link. The following list will guide you through the fields you will need to complete:
 - a. First Name enter your first name
 - b. **Last Name** enter your last name
 - c. **Email Address** enter the email address that will be associated with this account and grant applications
 - d. **Confirm Email** re-enter the email address typed above
 - e. Username Create a username for this account (no spaces)
 - f. Password Create a password for this account*

*PLEASE NOTE: The password must be at least eight characters and contain at least one uppercase letter, one lowercase letter, and one digit with no spaces. Click the Field Requirements or Password Rules link for more information on password requirements.

- g. **Password Reminder Questions** You must select three password reminder questions and supply an answer for each question. These questions will be used to authenticate your identify if you need to change your password or account information.
 - i. Select a security question from the drop-down box
 - ii. Type your answer in the Your Answer field. This field is not case sensitive

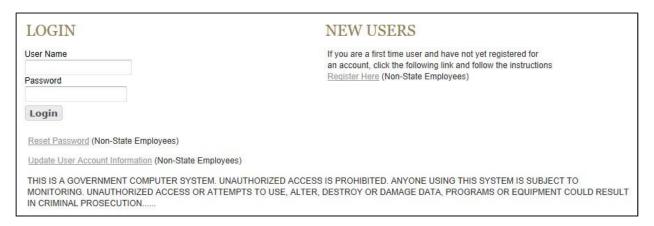
NEBRASKA ENTERPRISE SELF REGISTRATION

NEW ACCOUNT REGISTRATION User Information Field Requirements First Name * Tom Last Name * Sample Email Address * tsample@hotmail.com Confirm Email * tsample@hotmail.com Login Information Username * tsample001 Password* Confirm Password * Password Rules Password reminder questions Question One * What was your childhood nickname? • Your Answer* buddy Question Two * In what city or town did your mother and father meet? * Your Answer * Hastings Question Three * In what town was your first job? • Your Answer * Lincoln Register Account

- 5. Prior to completing your registration, <u>please note or record your User Name</u>, <u>Password</u>, <u>Security</u>
 Questions and Answers. The Help Desk does not have access to this information and cannot reset passwords. This is a user responsibility.
- 6. To complete your registration click **Register Account**. Register Account
- 7. After successfully creating an account, a message will appear stating that your account has been created, and that you are being redirected to the sign in page. If you do not see the sign in page within 10 seconds, click the link that says **here**.



8. You will be redirected/returned to the DEQ portal page.



- 9. Your account must be authorized to use the online application process. On the left side of the screen, enter your User Name and password and click the Login box.
- 10. The NDEQ PORTAL ACCESS screen will display. There may be more than one DEQ program listed.
- 11. Follow these steps to start the application process:
 - 1 Click in the box(es) on the left to enable access to the program you need
 - 2 Then click the Update Access button
 - 3 Click on the DEQ program name to start the application process

Note: The Programs listed in this example may differ from your options



12. Please refer to the next section on "How to Login to the Online Application".